

**Windham Village District Zoning Sub-Committee
Meeting Minutes
Monday September 10, 2012**

Present:

Glenn Greenwood
Kristi St. Laurent
Bev Donovan
Karl Dubay
Sy Wrenn
Nancy Kopec
Chris McCarthy
Tracey Partington

Meeting Opened: 5:07

1) Review and Approve 8/6/2012 Meeting Minutes

- a. No comments
- b. Chris McCarthy motioned to approve the minutes, Kristi seconded. Vote: 6 yea, 0 nay

2) Review and Approve 8/20/2012 Meeting Minutes

- a. Kristi wanted to clarify section 2.a) i) – confirm with Planning Board whether 10,000sqft maximum in VCD is per user or per building.
- b. Sy corrected the date on the note regarding minutes on 8/6/2012 – notes state 10/6/2012. Regarding list of prohibited uses, the discussion on 8/20/2012 included allowing drive-through exceptions for banks and pharmacies.
- c. Kristi motioned to approve minutes with corrections, Bev seconded. 4 yea, 0 nay, 3 abstained.

3) Continuation of discussion on prohibited uses in the VCD

- a. Glenn intended to bring copies of the updated prohibited and permitted uses. Unfortunately they didn't copy appropriately but he will bring them to the next meeting.
- b. Sy suggested adding kennels to this list, group agreed 6-0. Gaming and gambling should be maintained on the list but places of amusement should be on the list of permitted uses, group agreed 6-0.
- c. Discussed the process for a new proposed use which is not on the permitted or prohibited use lists. This involves the applicant discussing the proposed use with code enforcement for approval. If denied, they are able to seek a variance through the ZBA. Glenn suggested proceduralizing this processes specifically for the VCD as they have in other towns. Sy prefers not to as it could be misinterpreted to apply to other zones in Windham as well.

- 4) Continuation of discussion on permitted uses in the VCD**
 - a. Sy suggested adding funeral homes, group agreed 6-0.
 - b. Karl suggested utilities/septic/water supply, group agreed 6-0.
 - c. Kristi wanted to ensure parking is on this list as well, as discussed in a prior meeting.

- 5) Continuation of discussion on 10,000 sqft space limit (presently assuming per user)**
 - a. Glen provided an overview of retail/market/restaurant companies and the published square footage that they seek in new locations. This list included:
 - i. CVS – 9,000-12,000 sqft
 - ii. Walgreens – 14,500 sqft
 - iii. Trader Joes – 12,000-15,000 sqft
 - iv. Whole Foods – 35,000 sqft
 - v. Restaurants – 4,000 sqft (Karl said up to 10,000 is typical)
 - vi. Book stores – 26,000 sqft for a stand-alone (B&N) and 3,000-6,000 for in-mall
 - b. Committee agreed that increasing the maximum square footage per user to 15,000 sqft though there was no vote to this effect.

- 6) Discussion on special exceptions and conditional use permits**
 - a. The committee recognizes the need to allow for special exceptions and conditional uses in order to bring the best mix of businesses and optimum design to the VCD. For example, if a particular use is not on the permitted uses list but it is a business that is deemed by the Planning Board to be beneficial to the VCD, it may be approved with conditions including things like:
 - i. Integrated pedestrian walkways
 - ii. Open space on their parcel or an adjacent parcel
 - iii. Incorporate excess water/sewer capacity for use by other businesses in the district
 - iv. Excess parking
 - v. Significant benefit to the district (e.g. high-end inn or b&b)
 - b. Glenn will email committee with a list of ideas, wording, etc.

- 7) Continuation of discussion on landowner reach-out**
 - a. Karl updated the committee on his outreach to various owners on the outskirts of the VCD, actually in BCA.
 - i. Village Green owner – very interested in meeting with committee
 - ii. RK associates – interested in meeting
 - iii. Shawn Devaney (parcel behind post office) – very interested in speaking with committee

- iv. Contact not made with owners of Stove Shoppe, Village Shops, Windham Terrace or Fin/Lyn (parcel between Village Green and Shaws).
- b. Elizabeth Wood to reach out to all land owners listed above except Shawn Devaney and schedule meeting with VCD committee at their earliest convenience. 9/24 preferred. Karl will email contact details for the people/companies he contacted to Elizabeth to aid in the process. Land owners/companies owning land on the south side of rt 111 and those between N. Lowell and Hardwood on the north side of rt 111 will be invited on a later date.
- c. Agenda for 9/24 meeting
 - i. Update owners on committees plans for VCD, changes we intend to propose to the Planning Board and the potential to expand the VCD to their properties.
 - ii. Interconnectivity for cars and pedestrians
 - iii. Easements
 - iv. Water/sewer systems
 - v. Current limitations for development that we might solve

8) Discussion on design review for the VCD

- a. Sy will forward standards to the group
- b. Karl recommended reaching out to city of Concord to see how their approach has been successful.
- c. Tracey asked how the town ensures that buildings match the drawings that are presented in the initial Planning Board meetings. Sy and Kristi explained how the process works as well as the process for fixing things that aren't as intended once complete.

9) New Business

- a. Next Meeting September 24, 2012
- b. Discussion Items
 - i. Landowner outreach (north of rt 111, east of VCD)
 - ii. NHDES/Water Supply
 - iii. VCD Overlay district for properties outlined above

Chris McCarthy motioned to adjourn, Bev seconded. 6-0 vote.

Meeting Adjourned: 6:40